

EMPLOYMENT OPPORTUNITY

JOB TITLE: Fire Museum Manager/Life Safety Educator Exempt:
Classified: X

REPORTS TO: Planning Section Chief

DEPT/DIV.: Fire/Planning

STARTING SALARY:

APPLICATION DEADLINE: Open

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Serves as an active member of the department's community risk reduction team; manages and operates the Fire Museum of Texas; serves as liaison to the FMOT 501(c)3 Board of Directors; develops museum fundraising programs jointly with the 501(c)3 Board of Directors; prepares grant requests; organizes daily museum operations and tour schedules; recruits and trains volunteers; organizes and prepares exhibits and educational materials; conducts tours and educational programs; prepares for and participates in special events; assists in coordinating public relations, museum publicity and community outreach; manages the museum gift shop; produces newsletters, brochures, and reports; prepares and maintains museum short and long range plans & budget; insures appropriate acquisition, cataloging, preservation of the museum collection.

Other Job Functions: Performs other duties as required. *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

WORKING CONDITIONS

Works indoors in a normal and open office environment; works in a storeroom and open building with extreme temperature swings; works in extreme heat. Works 8:00 a.m. - 5:00 p.m. Monday through Friday. Must be available to work extended hours and weekends as needed.

MINIMUM ESSENTIAL QUALIFICATIONS

Knowledge: Knowledge of standard museum practices; knowledge of educational and interpretive programming; knowledge of non-profit fundraising, management, grant writing and budget preparation; knowledge of the operations of non-profit boards; knowledge of exhibition installation; knowledge of merchandise inventory and sales; knowledge of membership development programs.

Skills/Abilities: Excellent written and verbal communication skills; skill in the use of a micro-computer including word processing, accounting, spreadsheet and desktop publishing software; ability to solicit potential donors; ability to speak in public and conduct tours; ability to develop and produce educational programming; ability to organize and manage the museum collection & gift shop; ability to oversee the design, fabrication and installation of historical, educational and interactive exhibits; ability to interpret the museum collection; and ability to function effectively as part of a team.

Physical Requirements: Essential: Constantly sees and hears, sits and speaks; frequently drives, writes by hand, performs data entry, types, climbs stairs, stands, sorts, operates a PC and calculator; infrequently cleans, kneels.

Education/Experience: Bachelor's degree in museum studies, non-profit management, education, or related field; prefer a Master's degree in museum studies, non-profit management, education, or related field; must submit a copy of college transcript. Three (3) years' experience in a history museum or a related educational or non-profit organization preferred.

Other: Must possess a valid Class C driver's license with a good driving record. Other state valid driver's license equivalent to Texas Class C with a good driving record will be considered. Texas State law requires within 30 days of residency, you must possess a valid Texas driver's license. **Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.**

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The City of Beaumont does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 880-3777 or through RELAY Texas at 1-800-735-2989 or mail your request to P.O. Box 3827, Beaumont, Texas 77704. The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.